

## BSB CPD ESTABLISHED PRACTITIONER PROGRAMME TEMPLATE

You should consider the CPD guidance when completing your CPD plan. The guidance can be found [on our website](#).

<b>Name</b>	<b>Joe Bloggs</b>	<b>For year ended</b>	<b>2017</b>
<b>Address</b>	<b>Example 1 Chambers Example Road</b>	<b>Area(s) of practice</b>	<b>Crime, Civil litigation.</b>
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### Planning

<b>Type of practice</b>  Eg self-employed, employed, dual capacity, sole practitioner	Dual capacity. Member of chambers and also owner of a single person entity authorised by the BSB.
<b>Role in practice and seniority</b>  Eg member of chambers, head of chambers, management responsibilities	I am a member of chambers. I am on the management committee. I have been practising for 10 years. I recently become the owner and sole director of a single person entity that operates within chambers.

## Learning Objectives

Use the following section to plan your learning objectives. The definition and explanation of learning objectives can be found on [page six of the guidance](#).

Learning objectives should describe what you want to be able to do, or what you want to know and understand, that you couldn't do, or didn't know and understand before.

You should provide a clear rationale for choosing your particular learning objectives.

In particular the guidance recommends using the following knowledge and skill areas to choose and structure your learning objectives (see [pages five to seven](#)):

- Legal knowledge and skills;
- Advocacy;
- Practice management;
- Working with clients and others; and
- Ethics, professionalism and judgement.

**NB** It is good practice to consider all of these knowledge and skill areas but you are not required to set a learning objective for all of these areas in a given year.

You are also required to describe the type of CPD that you intend to undertake. This does not mean noting the exact courses or activities that you will complete but it does mean thinking about whether your learning objectives will be met by activities such as podcasts, reading or seminars. This is to encourage you to consider why you are choosing particular types of activities.

Also, if applicable, you should state the reasons why you are completing only a limited amount of CPD during the year, for example, due to a period of not working.

Learning objectives		Learning objective rationale	Type and nature of CPD activities
1	<p><b>Legal Knowledge and Skills</b> To deepen my understanding of the international law aspect of my practice. In particular, the rules of evidence in the International Criminal Court.</p>	I will understand the principles relating to the use of evidence in the International Criminal Court in which I intend to develop my practice.	<ul style="list-style-type: none"> <li>• Attending lectures and seminars on the ICC, particularly those given by international or academic institutions.</li> <li>• Reading relevant articles in leading journals as they are published.</li> </ul>
2	<p><b>Advocacy</b> Refresh my advocacy skills with current best practice advocacy techniques.</p>	So that I am confident in representing clients in particularly complex cases in the highest courts.	<ul style="list-style-type: none"> <li>• Seminars.</li> <li>• Lectures.</li> <li>• Reading.</li> </ul>
3	<p><b>Practice Management</b> To gain a greater level of knowledge of the practical application of the regulations in relation to practising in chambers within a limited company.</p>	I want to be able to provide a cost effective service to clients and if possible, reduce costs to become more competitive and provide better access to justice.	<ul style="list-style-type: none"> <li>• Workshops.</li> </ul>
4	<p><b>Working with clients and others</b> Complete approved public access training.</p>	I will be able to provide a greater scope of practice and access to justice, particularly through my entity.	<ul style="list-style-type: none"> <li>• BSB-approved public access training.</li> </ul>

5	<p><b>Ethics, Professionalism and Judgement</b></p> <p>Deepen my knowledge and understanding of the BSB Handbook regulations as they apply to owners of entities.</p>	<p>In particular, as I am now conducting more civil litigation through my entity, I want to gain a better understanding of how to identify risk indicators with regard to Money Laundering.</p>	<ul style="list-style-type: none"> <li>• Providing ethics seminars to new practitioners and pupils.</li> <li>• Supplementary reading.</li> </ul>
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## Record of Activity

Title of CPD activity	Date	CPD provider	CPD type	Learning objective(s) to which this activity relates	Did this activity help meet the learning objective? Y/N	Do you consider this learning objective is now complete? Y/N/Partially	Can this activity be evidenced if you are spot checked? Y/N	Hours spent on this activity*
Practice Advice on European Cross Border Investigations- Guidance.	12/05/2017	National Policing Improvement Agency	Reading	Learning Objective 1.	Y	N	N (Though I have made notes of the reading)	2
Requests for Legal Assistance in Criminal Matters; A Practical Application.	10/07/2017	Illustrative Chambers	Seminar	Learning Objective 1.	Y	N	Y	2
Fighting Crime Post Brexit; Evidence and the European Arrest Warrant	27/07/2017	CPD Provider	Workshop	Learning Objective 1.	Y	Partially	Y	1
Cybercrime and cross border investigations.	13/08/2017	University of Law	Lecture	Learning Objective 1.	Y	Y	Y	1
Post call advocacy training; Best Practice.	21/09/2017	Inn	Seminar	Learning Objective 2.	Y	Partially	Y	2

Advocacy and ethical standards.	07/10/2017	University of Law	Lecture	Learning Objective 2.	Y	Y	Y	1.5
I presented a workshop reviewing entity regulations with other members also in single person entities.	17/10/2017	Example chambers event	Workshop	Learning Objective 3.	N	N	Y	1
Public Access Training	28-29/10/2017	Bar Council	Training course	Learning Objective 4.	Y	Y	Y	13.5
Legal ethics in practice: an Introduction.	16/11/2017	Example Chambers, presented by me. Particularly focused on NPP barristers.	Seminar	Learning Objective 5.	Y	Partially	Y	1
Anti-Money Laundering (AML) Training	26/11/2017	CPD Provider	Online Course	Learning Objective 5.	Y	Partially	Y	1.5

\*NB There is no minimum number of hours. However this is useful indicative information for the BSB.

## Reflection

<b>Did you need to vary your learning objectives during the year? This includes adding, removing or amending learning objectives. If so please provide details.</b>
I did not need to vary my learning objectives. I was confident that the learning objectives remained relevant through the year.
<b>Which learning objectives have been met, either fully or partially? Evaluate how your activities have contributed to your chosen areas for development.</b>
Learning objectives 1, 2 and 4 were fully met. I was able to find relevant courses that aligned with the learning objectives, and their rationales. I found combining supplementary preparatory reading with seminars to be a very useful learning technique.  Learning objective 5 was only partially met. While the activities completed provided a lot of useful information, particularly refresher information, I don't think these activities went into the necessary depth of technical knowledge to consider this learning objective to be fully completed.
<b>Which learning objectives have not been met? Provide an evaluation as to why this was the case.</b>
Learning objective 3 was not met. I did present a relevant CPD activity. However, I do not believe it fully met the learning objective because I do not believe that through my research or presenting the session that I gained an appreciably greater understanding of how the practical application of entity regulations can be used to provide more cost effective legal services. I may not currently have the experience of running a single person entity to be able to meet this objective just through activities that I research and present myself.
<b>Which relevant learning objectives are outstanding? How do you intend to complete these learning objectives in the future?</b>
Learning objective 3 is still outstanding. I intend to look for activities provided by more experienced practitioners or formal CPD providers to meet this learning objective.

Learning objective 5 is only partially completed. In order to address this I intend to find some advanced activities that go into more technical detail about identification of indicators of money laundering.

**Did the type and nature of the CPD activities undertaken help you complete your learning objectives? Would other types of CPD activities be more useful?**

The type and nature of the activities was useful. In particular, varying the types of activities was useful. In the future, I will consider completing preparatory activities such as reading or podcasts before a seminar or lecture activity.

**Consideration of future learning objectives**

You should use this section to make an initial assessment of what learning objectives may be required in the future and how they could be completed. Some things you could consider are:

- Whether your process for identifying your learning objectives was effective;
- Whether certain types of activity were particularly effective, and/or
- Whether you have identified new areas for development/improvement.

- The process for identifying learning objectives was effective. I considered the guidance fully, looked at my area of practice and my role in practice and then considered what areas I wanted to improve in by the end of the year.
- I intend to complete the same types of activities, however I think I will consider trying to find preparatory activities for every learning objective.
- I have not fully identified all of my learning objectives for next year. However I definitely want to develop an objective about money laundering, in particular risk indicators and an in-depth knowledge of the duties a barrister has when the possibility of money laundering is identified.